

<p style="text-align: center;"><b>Department of Administrative Services</b>  <b>Division of Fleet &amp; Surplus Services</b>  <b>Policies and Procedures</b></p>	<p>Effective Date: 03/09/2001 Revision Date: 02/14/2003</p>
<p><b>Subject: State Fueling Cards</b></p>	

## **A. Purpose**

- 1) To establish guidelines in accordance with Administrative Rule R27-6-5 for correctly assigning, changing and deactivating fueling card numbers or information in Division fuel and fleet tracking programs.

## **B. Policy**

- 1) All fueling cards associated with a State-owned vehicle shall be documented in the fleet tracking system. Cards are issued to specific vehicles only. The PIN is issued by the Gascard system to individual employees for their exclusive use. Usage of the fueling card and PIN are restricted to the fueling of the assigned vehicle only. Any misuse of the card or PIN will result in personal and legal liability. The PIN is an electronic "signature" of the person to whom it is issued.

## **C. Procedures**

- 1) All requests will be documented in the I.T.S. Helpdesk software.
- 2) The standard Vehicle and Employee PIN worksheets provided by fuel dispensing will be used to request fueling cards and PIN's by the requesting agency.
- 3) Fueling card information shall be entered into the fleet fueling card database and electronically downloaded to the Division's fleet management tracking system.
- 4) When fueling card information is loaded into the Division's fleet tracking system, the expiration date shall be listed as six years from the issue date.
- 5) Agencies shall be issued a monthly report, which shows all of the agencies active fueling cards. In the event a discrepancy is found by the agency, the State Fuel Technicians in charge of fueling cards shall be notified. The technicians shall investigate the discrepancy and make any necessary changes in the fueling card program and the Division's fleet tracking program.
- 5) Agencies may also request that a fueling card history report accompany the active fueling card report.
- 6) The deletions of fueling cards shall be processed and removed from the system by the Fuel Network Technicians in charge of fueling cards. No other individual shall be allowed to make changes to fueling card information.
- 7) When a fueling card is no longer required, due to card malfunction, loss, or misuse, the card shall be deleted from the fleet fueling card system and downloaded to the Division's fleet management tracking system to be expired. Only authorized personnel will be allowed to make deletions in the fuel system.

- 8) No card modifications will be allowed.
- 9) All deactivated fueling cards shall be destroyed.

10) Vehicle information Worksheet should include the following:

Vehicle Type:	Make and Model
Vehicle Number:	Vehicle fleet number or license number
Fuel Type:	Unleaded, Unleaded Plus, Unleaded Premium, Diesel, Natural Gas
Fuel Capacity:	The actual tank capacity of the vehicle
Daily Maximum:	The limit of gallons that can be fueled into the vehicle in a 24-hour period. This amount is generally one, two, or three times the vehicle tank capacity, depending on vehicle usage.
Geographic Restrictions:	S = Fueling within the State only R = Fueling only with the Region U = Fueling at any National GASCARD site
Motor oil:	Amount per month for charges of Motor oil
TBA:	Amount per month for charges of Tires, batteries and Accessories

10) Employee PIN Request Worksheet should include the following

Customer Account Number
Employee's name (First and Last)
Employee Number or last 5 digits of their Social Security number
Type of request: Add, Change or Delete